

# Memorandum

oga information handled per letter d. 7/27/2011



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

SSF

CLASS 16  
SRC'D 16  
SER 16  
REC 16

Mr. McCreight *AM*

Date January 26, 1988

From :

*SSP*  
Security Programs Manager

Subject :

SURVEYS  
SECURITY COUNTERMEASURES--(S/CM) WORKING GROUP  
MINUTES OF EIGHTH MEETING, JANUARY 26, 1988

This communication is classified "~~Secret~~" with that information denoted as ~~IS~~, all other information is unclassified.

The eighth meeting of the S/CM Working Group was held January 26, 1988, at 9:30 a.m. Those in attendance were:

Identification:

[Redacted]

Criminal Investigative:  
Representative absent

Training:

Representative absent

Laboratory:

[Redacted] b6 b7C

Administrative Services:

[Redacted]

Technical Services:

[Redacted]

Records Management:

[Redacted]

Legal Counsel:

[Redacted]

Intelligence:

[Redacted]

Inspection:

[Redacted]

Office of Congressional  
and Public Affairs:

Representative absent

Office of Liaison and  
International Affairs:

[Redacted]

Classified by: 1168  
Declassify on: OADR

62-97308-1083

- 1 - Mr. Glover
- 1 - Mr. Otto
- 1 - Mr. Revell
- 1 - Each Assistant Director (Mr. [Redacted])
- 1 - [Redacted]

GLS:jml (40)  
*jml*

- 1 - Mr. Moore
- 1 - Mr. Cunningham
- 1 - [Redacted]
- 1 - Each Attendee Listed Above (M)
- 1 - Each FBI Div. Security Officer (M)
- 1 - OS FO File

FEB 9 1988

b6 b7C

~~SECRET~~

(CONTINUED - OVER)

FBI/DOJ

11 DEC 22 1988

~~SECRET~~

b6  
b7C

Memorandum from [ ] to Mr. McCreight  
Re: Security Countermeasures (S/CM) Working Group  
Minutes of Eighth Meeting, January 26, 1988

Security issues discussed at this S/CM Working Group meeting included:

1. The use of SF-189, "Classified Information Nondisclosure Agreement," has been discontinued pursuant to the rider attached to the budget bill. The rider states the word "classifiable" used in the SF-189 is not adequately defined and is too broad in its coverage. This rider is in effect for one year. CIA Form SF-4193, "Sensitive Compartmented Information Nondisclosure Agreement," was also affected; however, the CIA attached an addendum to the form to conform with the rider, and the use of SF-4193 continues. The rider also prohibits such agreements wherein Executive Branch employees are prevented from use of the "Whistle-Blower Law." The FBI will continue to use the FD-291, "Employment Agreement," which covers nondisclosure of information as well as prepublication review. The Legal Counsel Division is to review the FD-291 to ensure no conflict exists with the budget bill rider.
2. Presentation by [ ] of the Administrative Services Division concerned the proposed policy regarding security of Bureau space.

b6  
b7C

There have been three serious fires within FBI Headquarters since the Hoover Building was occupied. The most recent was in the Laboratory Division and caused over \$100,000 damage. Because of this danger to both personnel and property, the Security Unit has initiated a policy memorandum to Mr. Glover recommending a severe reduction in Medeco and cipher locks. These locks restrict the access of the Security Patrol to monitor FBI space to check for safety violations (plugged in coffee makers, space heaters, and other heat-element appliances), as well as security violations.

Policy has been developed for approval by Mr. Glover in which deviations from the Bureau's keying-by-Division system must be justified in a memorandum and approved by the requesting Division's Assistant Director, the Assistant Director of the Administrative Services Division, and possibly the Executive Assistant Director - Administration. Requests must clearly demonstrate the need for a Medeco or cipher lock where information is already stored in security containers. Medeco or cipher locks must not be used to circumvent rules for the storage of material and classified documents.

It was reiterated, "The Bureau's habit of allowing the storage of classified material under lock and key must be ended. There is no provision allowing for the unattended storage of classified information under key-operated locks. The requirement is to use combination locks. Medeco locks on office doors do not provide any more protection for this material than any other office or car key would allow."

~~SECRET~~

- 2 -

(CONTINUED - OVER)

~~SECRET~~

b6  
b7C

Memorandum from [redacted] to Mr. McCreight  
Re: Security Countermeasures (S/CM) Working Group  
Minutes of Eighth Meeting, January 26, 1988

There are areas within the Hoover Building designated as Sensitive Compartmented Information Facilities (SCIFs) which fall within the security parameters of Director of Central Intelligence Directive No. 1/21, "Manual for Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs)". These areas are restricted from Security Patrol and other unauthorized access because of the nature of the sensitive and classified information and equipment located therein.

3. Presentation by [redacted] of the Technical Services Division concerned the threat to automated data processing systems.

Security of Automated Data Processing/Telecommunications relies on the countering of threats and vulnerabilities and the lessening of associated risks.

A risk analysis is a process used to determine an expected loss. Both the threats and vulnerabilities must be evaluated or analyzed so that risks can be abated, transferred, or spread out. The risk analysis evaluates six areas: Physical, Personnel, Administrative Procedures, TEMPEST, Communications Security, and Technical (hardware and software).

The greatest Personnel threat is the insider, the employee. More often than not, the greatest risk is making mistakes; followed by employees trying to get even; to actually trying to compromise the system. Human Intelligence (HUMINT) is the greatest threat to security. The cheapest way to corrupt a system is to co-op an employee with access to the system.

b1

(S)

~~X~~

b7E

~~SECRET~~

- 3 -

(CONTINUED - OVER)

~~SECRET~~

b6  
b7C

Memorandum from [ ] to Mr. McCreight  
Re: Security Countermeasures (S/CM) Working Group  
Minutes of Eighth Meeting, January 26, 1988

Referral/Consult



[ ] (S)

4. A working group to develop physical security standards for the field offices, resident agencies, and off-site facilities is being established. Comments and observations concerning the type of uniform policy in these facilities in the way of uniform security construction standards, as well as security devices, should be submitted to Supervisory Special Agent [ ] by February 19, 1988.
5. Thoughts/ideas for upcoming topics of discussion should be provided to Supervisory Special Agent [ ] on Extension 5339 for inclusion in the agenda.
6. The next meeting of the Security Countermeasures Working Group is scheduled for February 23, 1988, at 9:30 a.m., in Room 5641.

b6  
b7C

APPROVED:      Adm. Servs. \_\_\_\_\_ Off. of Cong.  
                    Crim. Inv. \_\_\_\_\_ & Public Affs. \_\_\_\_\_  
                    Ident. \_\_\_\_\_ Off. of Lia. \_\_\_\_\_  
Director \_\_\_\_\_ Inspection \_\_\_\_\_ & Intl. Affs. \_\_\_\_\_  
Exec. AD-Adm. \_\_\_\_\_ Intell. \_\_\_\_\_ Rec. Mgmt. *AMM*  
Exec. AD-Inv. \_\_\_\_\_ Laboratory \_\_\_\_\_ Tech. Servs. \_\_\_\_\_  
Exec. AD-LES \_\_\_\_\_ Legal Coun. \_\_\_\_\_ Training \_\_\_\_\_

*AMM*  
*S 16*

~~SECRET~~  
4

# Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 06-22-2011 BY 60324 uc baw/sab/lsg



Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. &  
Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

Mr. McCreight *Alm*

Date March 29, 1988

From :

*Security Programs Manager*  
*Surveys*

Subject :

SECURITY COUNTERMEASURES (S/CM) WORKING GROUP  
MINUTES OF TENTH MEETING, MARCH 29, 1988

The tenth meeting of the S/CM Working Group was held  
March 29, 1988, at 10:00 a.m. Those in attendance were:

## Identification:

[Redacted]

## Criminal Investigative:

Representative absent

## Training:

[Redacted]

## Laboratory:

Representative absent

## Administrative Services:

[Redacted]

## Technical Services:

[Redacted]

## Records Management:

[Redacted]

## Legal Counsel:

Representative absent

## Intelligence:

Representative absent

## Inspection:

[Redacted]

## Office of Congressional and Public Affairs:

Representative absent

## Office of Liaison and International Affairs:

[Redacted]

## Immigration and Naturalization Service:

[Redacted]

## Drug Enforcement Administration:

[Redacted]

*62-97008-1084*

- 1 - Mr. Glover
- 1 - Mr. Otto
- 1 - Mr. Revell
- 1 - Each Assistant Director  
(Mr. [Redacted])
- 1 - [Redacted]

GLS:jml (40)

- 1 - Mr. Moore
- 1 - Mr. Cunningham
- 1 - [Redacted]
- 1 - Each Attendee Listed Above  
(M )
- 1 - Each FBI Div. Security Officer  
(M )
- 1 - OS FO File

10 APR 22 1988

(CONTINUED - OVER)

74 DEC 30 1988

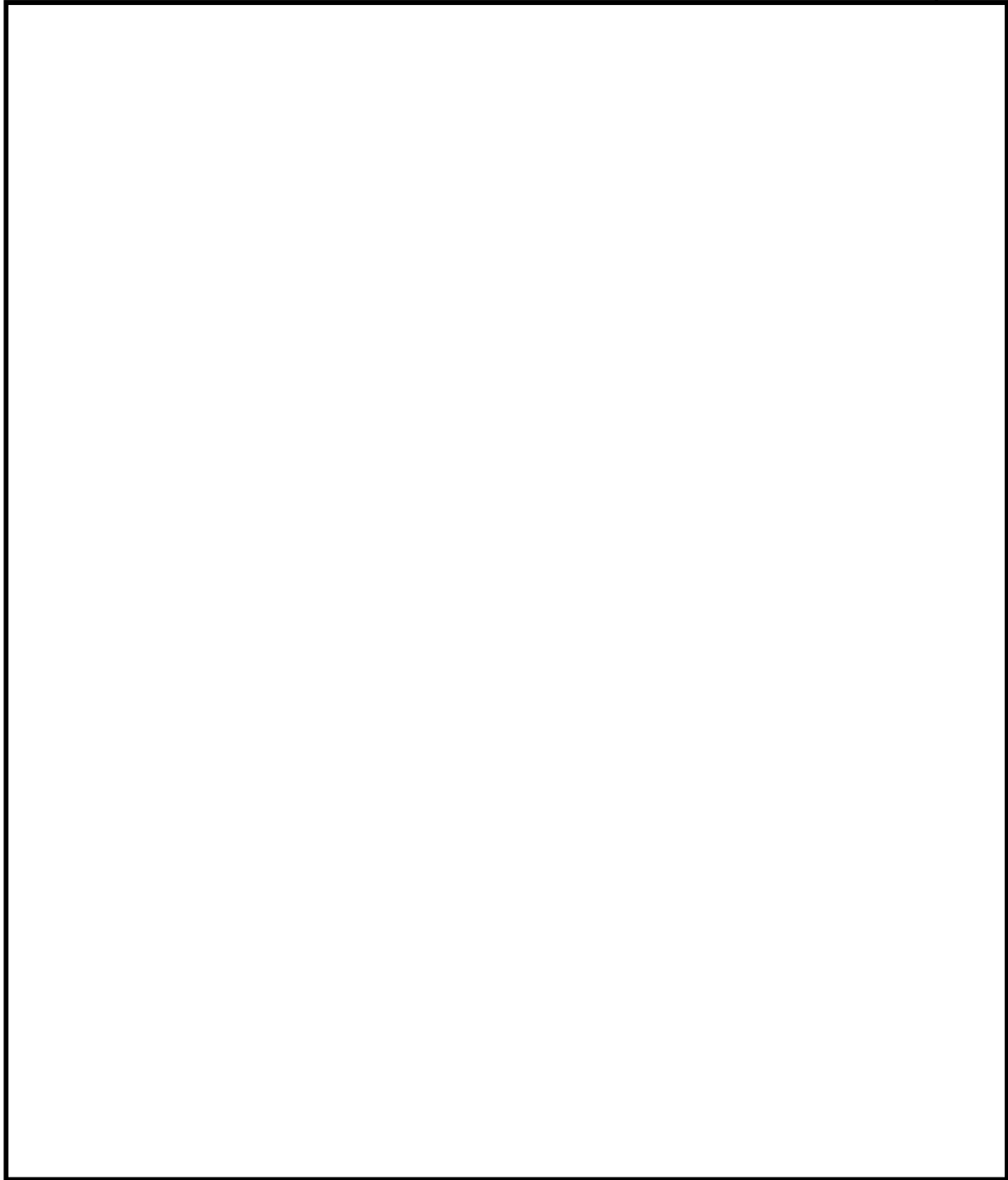
FBI/DOJ

Memorandum from [ ] to Mr. McCreight  
Re: Security Countermeasures (S/CM) Working Group  
Minutes of Tenth Meeting, March 29, 1988

b6  
b7C

Security issues discussed at this S/CM Working Group meeting  
included:

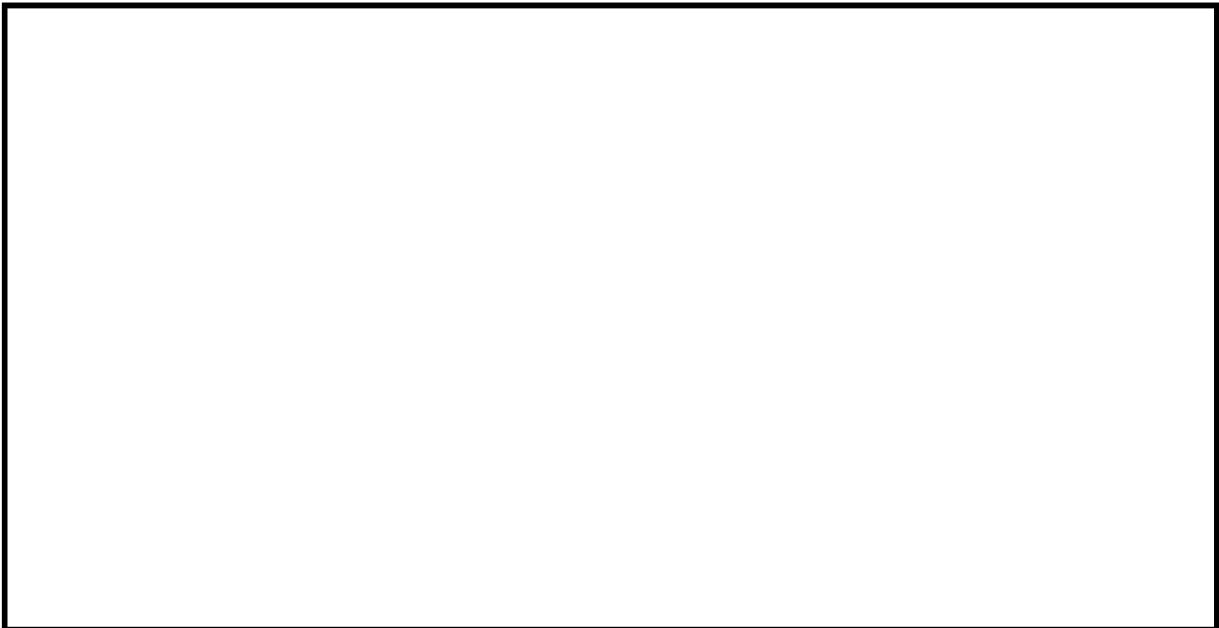
1.



b6  
b7C  
b7E

b6  
b7C

Memorandum from [ ] to Mr. McCreight  
Re: Security Countermeasures (S/CM) Working Group  
Minutes of Tenth Meeting, March 29, 1988



b7E

2. Any items requiring discussion at the next meeting should be provided to Supervisory Special Agent [ ] on Extension [ ] for inclusion in the agenda.
3. The next meeting of the Security Countermeasures Working Group is scheduled for April 26, 1988, at 9:30 a.m., in Room 5641.

b6  
b7C

APPROVED:

Director	Adm. Servs.	Off. of Cong. & Public Affs.
Exec. AD-Adm.	Crim. Inv.	Off. of Lia. & Intl. Affs.
Exec. AD-Inv.	Ident.	Rec. Mgmt.
Exec. AD-LES	Inspection	Tech. Servs.
	Intell.	Training
	Laboratory	
	Legal Coun.	

SRF

# Memorandum

~~CONFIDENTIAL~~



DECLASSIFIED BY 60324 uc baw/sab/lsg  
ON 06-22-2011

Exec AD Adm. \_\_\_\_\_  
Exec AD Inv. \_\_\_\_\_  
Exec AD LES \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Off. Cong. & Public Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Servs. *WAB/ur*  
Training \_\_\_\_\_  
Off. Liaison & Int. Affs. \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Sec'y \_\_\_\_\_

SSP

ASS

AD

REC

REC

To: Mr. Otto *1016*

Date 10/11/89

From: W. A. Bayse *WAB/ur*

Subject: TECHNICAL SURVEILLANCE COUNTERMEASURES (TSCM) SURVEYS  
OF THE OFFICE OF ASSOCIATE DEPUTY DIRECTOR,  
ADMINISTRATION, ROOM 7110 J. EDGAR HOOVER (JEH)  
F.B.I. BUILDING

This document is classified "~~CONFIDENTIAL~~" in its entirety, unless otherwise noted. (U)

PURPOSE: The purpose of this memorandum is to report the results of a TSCM survey of the Office of Mr. John E. Otto, Associate Deputy Director, Room 7110 JEH F.B.I. Building.

DETAILS: On 9/14/89, Electronics Engineer [redacted] and Electronics Technician [redacted] of the Technical Services Division conducted a TSCM survey of the Office of Mr. John E. Otto, Associate Deputy Director, Room 7110 JEH F.B.I. Building.

The survey included a radio frequency spectrum check, a physical as well as electronic inspection of all telephones in the room, an inspection of the telephone closet, an inspection of all alternating current power lines, an electronic inspection of all office artifacts, and a non-destructive physical search. No evidence of clandestine transmitters, listening devices or tampering with the telephone or power lines was found.

RECOMMENDATION: None, for information only. (U)

APPROVED:

Director \_\_\_\_\_  
Exec AD-Adm. \_\_\_\_\_  
Exec AD-Inv. \_\_\_\_\_  
Exec AD-LES \_\_\_\_\_

Asst. Dir. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
Ident. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_

Off. of Cong. & Public Affs. \_\_\_\_\_  
Off. of Lia. & Int. Affs. \_\_\_\_\_  
Rec. Mgnt. \_\_\_\_\_  
Tech. Serv. \_\_\_\_\_  
Training \_\_\_\_\_

- 1 - Mr. Otto
  - 1 - Mr. Bayse
  - 1 - [redacted]
  - 1 - [redacted] (TSCM Inspections)
  - 1 - [redacted]
  - 1 - [redacted]
- RLW/dm (7)

Classified by 9175  
Declassify on: OADR

~~CONFIDENTIAL~~



# Memorandum

Dep. Dir. \_\_\_\_\_  
ADD Adm. \_\_\_\_\_  
ADD Inv. \_\_\_\_\_  
Asst. Dir.:  
Adm. Servs. \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
CJIS \_\_\_\_\_  
Ident. \_\_\_\_\_  
Info. Mgnt. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Intell. \_\_\_\_\_  
Lab. \_\_\_\_\_  
Legal Coun. \_\_\_\_\_  
Tech. Servs. \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of EEOA \_\_\_\_\_  
Off. of Liaison \_\_\_\_\_  
& Int. Affs. \_\_\_\_\_  
Off. of Public \_\_\_\_\_  
& Cong. Affs. \_\_\_\_\_  
TQM Office \_\_\_\_\_  
Telephone Rm. \_\_\_\_\_  
Director's Office \_\_\_\_\_

To :

b6  
b7C

Date

9/20/93

From :

W. A. Bayse

Subject :

① Security Surveys  
PROPOSED CHANGE IN  
MANUAL OF INVESTIGATIVE OPERATIONS AND GUIDELINES (MIOG)

**PURPOSE:** To recommend changes be made in the MIOG.

**RECOMMENDATION:** Upon approval, this memorandum should be forwarded to the Manuals Desk for appropriate handling.

APPROVED:	Adm. Servs. _____	Inspection _____	Off. of EEO Affs. _____
	Crim. Inv. _____	Intell. _____	Off. of Liaison _____
Director _____	Crim. Jus. Info. _____	Laboratory _____	& Int. Affs. _____
Dep. Dir. _____	Servs. _____	Legal Coun. _____	Off. of Public _____
ADD Adm. _____	Ident. _____	Tech. Servs. _____	& Cong. Affs. _____
ADD Inv. _____	Info. Mgnt. _____	Training _____	TQM Off. _____

MSB/DWC

**DETAILS:** Currently, there is no written policy contained in the MIOG concerning the installation of telephone service and telephone instruments in the Legal Attaches. The inclusion of this information in the MIOG will provide policy for all Legal Attaches regarding the installation of telephone service and telephone instruments.

The following information should be added to the MIOG, Part II, Section 16-17.1.6, following paragraph (3). Subsequent should be renumbered accordingly.

(4) Whenever possible, Legat Offices should obtain embassy telephone service. This service should provide modern, electronic "Telephone Security Group" (TSG) type-accepted telephones. When the embassy cannot provide TSG type-accepted instruments, the Technical Services Division (TSD), Engineering Section (ES), Electronic Analysis Unit (EAU), in conjunction with TSD, Operations Management Section (OMS), Telecommunications Services Unit (TSU), will install a standard telephone system designed to provide modern communication capability and on-hook audio security.

Renumber (4)  
as (5) SAC MEMORANDUM

62-97308-1086

No SAC memorandum should be disseminated as these changes only affect the Legat Offices. These changes should be handled with routine manual changes.

62-97308

~~66-19197~~

- 1 - Manuals Desk, Rm. 5447
- 1 - Mr. Bayse, Rm. 7159 (Division Manual Control File)
- 1 - [Redacted] Attn: [Redacted] QT-ERF
- 1 - [Redacted] Rm. 6421
- 1 - [Redacted] Rm. 6421
- 1 - Telephone File, Rm. 6421

JPM:jml (7)

# Memorandum



Dep. Dir. \_\_\_\_\_  
Chief of Staff \_\_\_\_\_  
Off. of Gen. Counsel \_\_\_\_\_  
Asst. Dir.: \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_  
CJIS \_\_\_\_\_  
Finance \_\_\_\_\_  
Info. Res. \_\_\_\_\_  
Insp. \_\_\_\_\_  
Lab. \_\_\_\_\_  
National Sec. \_\_\_\_\_  
Personnel \_\_\_\_\_  
Training \_\_\_\_\_  
Off. of EEQA \_\_\_\_\_  
Off. of Public & Cong. Affs. \_\_\_\_\_  
Director's Office \_\_\_\_\_

To : [Redacted] Date 2/2/95

From : [Redacted] *WJL*

Subject : TRANSFER OF SECURE TELEPHONE (STU III) FROM  
OPERATIONS MANAGEMENT SECTION (OMS)  
MICROCOMPUTER SUPPORT UNIT (MSU) TO  
FIELD INFORMATION SUPPORT SECTION (FISS)  
RAPID START UNITS (RST - 1 & 2)

*"Security Summary"*

PURPOSE: To request that the STU III [Redacted]  
[Redacted] currently in possession of the MSU, located in room  
8391 (cost code 0418), be transferred to the FISS (cost code  
0459) for Rapid Start utilization.

DETAILS: Due to the creation of the Rapid Start Units in the  
FISS, it is requested that the STU III (S/N - [Redacted])  
[Redacted] currently in possession of the MSU, located in room  
8391 (cost code 0418), be transferred to the FISS (cost code  
0459) for Rapid Start utilization.

b6  
b7C  
b7E

A second STU III device that was also provided to IRD  
for Rapid Start use is already in the possession of the Rapid  
Start Teams, and is currently being utilized by [Redacted]  
room 5366, extension 1413.

RECOMMENDATION: That approval be given for the STU III currently  
in possession of the MSU be transferred to the FISS.

APPROVED: *JJD*  
Director \_\_\_\_\_  
Deputy Director \_\_\_\_\_  
Crim. Inv. \_\_\_\_\_ Laboratory \_\_\_\_\_ Off. of EEQA \_\_\_\_\_  
Crim. Jus. Info. \_\_\_\_\_ Legal Counsel \_\_\_\_\_ Affairs \_\_\_\_\_  
Sers. \_\_\_\_\_ National Sec. \_\_\_\_\_ Off. of Public \_\_\_\_\_  
Finance \_\_\_\_\_ Personnel \_\_\_\_\_ & Cong. Affs. \_\_\_\_\_  
Info. Res. *MSU/IR* Training \_\_\_\_\_  
Inspection \_\_\_\_\_

62-97308  
1 [Redacted] Room 5845  
1 [Redacted] Room 5368  
1 [Redacted] Room 8391  
1 [Redacted] Room 8391  
1 [Redacted] Room 5366  
1 [Redacted] Room 4282  
1 [Redacted] Room 8391

CB:dtr (8)

62-97308-1087

b6  
b7C